



INFO

SPECIAL EVENT PERMITTING

The purpose of this document is to assist applicants in ensuring that all necessary documentation is provided at the time of application. Please note that some of the information below is specific to the type of special event being applied for (e.g. a block party, race, parade, community festival or gathering, commercial film permit, etc.) and may not be applicable to all applications. Contact the City Clerk's Office (clerks@duluthmn.gov or 218-730-5500) with questions.

Accessibility. Review the attached Accessibility Checklist for Special Events. It is your responsibility to ensure that accessibility requirements under the Americans with Disabilities Act (ADA) are met. For more information, contact the Duluth Human Rights Office at 218-730-5630 or humanrights@duluthmn.gov.

Additional Costs. Be advised that there may be additional costs associated with holding your event beyond the application fee. An estimate of the cost of providing city services will be provided upon approval of a permit application. Permit applicants are responsible for paying any costs related to city-provided services at least five (5) days in advance of the event date(s).

Alcohol Licensing. No sale or consumption of alcohol is allowed without a license.

- If alcohol will be present at your event, contact the City Clerk's Office or visit the following site for more information: <https://duluthmn.gov/city-clerk/licenses-permits/liquor-licensing>.
- Please submit any alcohol-related applications at least 60 days prior to your event date(s).

Electrical Code Requirements. It is the responsibility of the applicant to inspect the site and ensure that all electrical needs are available.

- If you require a portable electric panel, contact Construction Services and Inspections at 218-730-5240.
- For questions regarding temporary service and outlets, call the State of Minnesota at 1-800-342-5354.

Fireworks and other Fire-Related Permits.

- Permits are required for bonfires and other recreational fires. Permit applications are available here: <https://duluthmn.gov/fire/licenses-and-permits/>
- For questions, call the Duluth Fire Department's Life Safety Division at 218-730-4380 or email lifesafety@duluthmn.gov.

Food Trucks or Mobile Food Vehicles.

- Food trucks/mobile food vehicles are required to be inspected by the Duluth Fire Department. To arrange for an inspection: <https://duluthmn.gov/fire/licenses-and-permits/>
- Food trucks/mobile food vehicles are generally also required to be licensed through the Duluth City Clerk's Office, but an exception exists for trucks/vehicles that are taking part in permitted special events. Any truck/vehicle not taking part in a permitted special event, at the express invitation of event organizers, must obtain a mobile food vehicle license: <https://duluthmn.gov/city-clerk/licenses-permits/business-licensing/>

Liability Insurance. You must submit a Certificate of Insurance that conforms to the following:

- Must contain a provision requiring ten days written notice to the City prior to cancellation;
- Must list the City of Duluth as an additional insured and certificate holder;
- Must cover the full duration of the event

Notice to Abutting Property Owners. Once a permit has been approved, the permittee must notify all occupants and building managers of property directly abutting the event location/route of the special event by leaflet at least forty-eight (48) hours, but not more than seven (7) days, before the event date(s) indicated on the special event permit.

- In the case of a residential building containing three (3) units or less, a leaflet shall be distributed to each unit. In the case of a residential building or facility containing more than three (3) units, a leaflet shall be prominently posted in the lobby or common entryway. Leaflets shall also be distributed to nonresidential abutting properties.
- The leaflet shall briefly describe the nature of the special event, shall identify the name and telephone number of the permittee and the date and time of the special event, shall contain a map of the route, and shall describe all restrictions upon traffic and parking on or crossing the special event location/route.
- Prior to distribution of the leaflet, the applicant shall file a copy of the leaflet with the city clerk's office.

Parks and Recreation. If the event will take place in or otherwise pass through a City park, additional permits may be required.

- For more information, visit: <https://duluthmn.gov/parks/reservations-permits.>
- You can also contact the Parks and Recreation Permit Coordinator at 218-730-4300.

Permit Terms and Conditions. You must complete and sign the Permit Terms and Conditions agreement included in this packet. Applications submitted without a completed agreement will not be accepted.

Public Works and Utilities. For pre or post event street sweeping, locating underground water & electrical lines, or similar requests, call 218-730-4050.

- You must submit a map or visual representation of the route that is being requested to be swept.

Site Plan (Block Parties Only) You must submit a site plan indicating:

- Streets and/or sidewalks to be used;
- Proposed placement of vendors, toilets, tents, etc. (as applicable);
- Proposed placement of street barricades, cones, signage, etc. (as applicable)

Street Dances. Alcohol service must end by 11:00 p.m. Streets must be re-opened no later than midnight.

Tents. Tents larger than 400 square feet require a permit.

- To discuss tent permitting requirements, contact the Duluth Fire Department's Life Safety Division at 218-730-4380 or lifesafety@duluthmn.gov.
- Tent permit applications can also be found here: <https://duluthmn.gov/fire/licenses-and-permits/>

Traffic Control Plan. You must submit a proposed traffic control plan as part of your application. Such a plan must include:

- A map or visual representation of the event location or route, including proposed street closures, that clearly indicates:
 - A description of the types of barriers to be used for street closures;
 - The proposed location and quantities of barriers to be deployed as a part of each street closure;
 - The date on which street barricades, cones, or other barriers are to be delivered;
 - The date on which street barricades, cones, or other barriers are to be removed;
 - Any street or pedestrian detours that are proposed as part of the event;
- A map or visual representation of any areas in which public parking is proposed to be restricted in or along the proposed event location or route, including:
 - A description of the type of "no parking" signs to be deployed, e.g. paper, cardboard, plastic, etc.;
 - The proposed quantity of "no parking" signs to be deployed;
 - The proposed locations at which "no parking" signs are to be deployed;
- Third-party event traffic control companies are available to provide traffic control plans and equipment. The City does not rent equipment. The City cannot endorse or otherwise recommend specific service providers.

***** A Site Plan (see above) satisfies this requirement for proposed block parties.**